Amendments to the Claims

Please amend Claims 1, 28, and 37. The Claim Listing below will replace all prior versions of the claims in the application:

Claim Listing

1. (Currently amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

~~at least one~~ a structured workfolder for storing and organizing electronic documents which each of said documents will exist or will not exist at the time of workfolder creation, the structured workfolder being created by a template and being a root node; and

~~said workfolder containing~~ a contents node in the root node of the structured workfolder, the contents node serving as a base to which elements of the workfolder are linked, the contents node storing primary elements data including document contents as embedded file data, the document contents being of existing primary element documents, said contents node containing one or more placeholders within said workfolder, each placeholder being a slot that has been reserved for new documents to be added to said workfolder via said placeholder, and each placeholder structurally including (i) a file object hook to which a primary element document can later be linked and (ii) a deadline element having a triggering condition field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.

2. (Previously presented) The memory of claim 1, wherein said contents node further contains one or more section elements for categorizing said primary data.

3. (Original) The memory of claim 2, wherein said section elements contains one or more of a placeholder, a link to a document, and a nested section element.

4. (Original) The memory of claim 3, wherein said link identifies a document embedded in said workfolder.

5. (Original) The memory of claim 3, wherein said link identifies a document external to said workfolder.

6. (Previously presented) The memory of claim 1, wherein said contents node further contains at least one link to a document.

7. (Original) The memory of claim 6, wherein said link identifies a document embedded in said workfolder.

8. (Original) The memory of claim 6, wherein said link identifies a document external to said workfolder.

9. (Previously presented) The memory of claim 1, wherein said placeholder further comprises a name field for indicating the data content of the document to be placed in the workfolder.

10. (Previously presented) The memory of claim 1, wherein said placeholder further comprises a field containing limits on at least one of the file name and file type of a primary data document which can be linked to said placeholder.

11. (Original) The memory of claim 1, wherein said placeholder further comprises a status element indicating a status for a document linked to said placeholder.

12. (Original) The memory of claim 1, wherein said placeholder further comprises an assignment field indicating one or more users responsible for filling said placeholder.

13. (Previously presented) The memory of claim 1, wherein the deadline element further includes a field indicating the time period for taking a particular action associated with said placeholder.

14. (Canceled)

15. (Original) The memory of claim 1, wherein said placeholder further comprises a comment element for storing information related to said placeholder.

16. (Previously presented) The memory of claim 1, wherein said placeholder further comprises a position indicator indicating a position of said placeholder relative to a plurality of other placeholders contained in said contents node.

17. (Original) The memory of claim 1, wherein said placeholder further comprises a unique identifier.

18. (Original) The memory of claim 1, wherein said workfolder further comprises a tasks data element containing one or more tasks which define a set of steps required to complete a unit of work, each said task having a name field indicating a particular task to be performed and a status field indicating the status of said task.

19. (Original) The memory of claim 18, wherein said task element further comprises an assignment field for indicating one or more users responsible for performing said particular task.

20. (Previously presented) The memory of claim 18, wherein said task element further comprises a task deadline element including a field for indicating a time period for performing said particular task.

21. (Previously presented) The memory of claim 20, wherein said task deadline element further comprises a triggering condition field for storing a task triggering event and said indicated time period for performing the particular task is relative to the occurrence of said task triggering event.

22. (Original) The memory of claim 1, wherein said workfolder further comprises meta-data related to the primary data stored under said contents node.

23. (Original) The memory of claim 22, wherein said meta-data comprises a history element for storing a log of changes made to said workfolder.

24. (Original) The memory of claim 23, wherein for each one of said changes made to said workfolder, said log contains data fields for including information indicating at least one of when the change was made, who made the change, what type of change was made, and the value/structure of the changed portion of the workfolder before and after the change.

25. (Original) The memory of claim 22, wherein said meta-data comprises a fields element for containing user-definable data fields relating to one or more properties of said workfolder.

26. (Original) The memory of claim 22, wherein said meta-data comprises a discussion element for containing user communications related to said work folder contents.

27. (Original) The memory of claim 22, wherein said meta-data comprises a script element for including one or more embedded computer program scripts which provide functions related to said workfolder when said scripts are executed by a computer.

28. (Currently amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

a template used to create one or more structured workfolders for storing and organizing electronic documents, each structured workfolder being a root node;

for each structured workfolder, said template containing a contents node in the structured workfolder root node for storing primary elements data including embedded file data for document contents of existing primary element documents, the contents node serving as a base to which elements of the workfolder are linked; and

said contents node containing a placeholder within said workfolder, the placeholder being a slot that has been reserved for new documents to be linked to said workfolder, which said documents will exist or will not exist at the time of workfolder creation, said documents being linkable subsequent to their creation to said workfolder via said placeholder in said workfolder, and the placeholder structurally including (i) a file object hook to which a primary element document can later be linked and (ii) a deadline element having a triggering condition field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.

29. (Previously presented) The memory of claim 28, wherein said template further comprises a tasks data element for containing one or more tasks which define a set of steps required to complete a unit of work associated with said workfolder, each said task having a name field for indicating a particular task to be performed and a status field for indicating the status of said task.

30. (Previously presented) The memory of claim 28, wherein said contents node in said template further contains one or more section elements for categorizing data stored in said workfolder, each said section element having a name indicating its contents.

31. (Original) The memory of claim 28, wherein said template further comprises meta-data related to said template.

32. (Original) The memory of claim 31, wherein said meta-data comprises a history element for storing a log of changes made to said workfolder template.

33. (Original) The memory of claim 32, wherein for each of said changes made to said workfolder, said log contains data fields for including information indicating at least one of when the change was made, who made the change, what type of change was made, and the value/structure of the changed portion of the workfolder template before and after the change.

34. (Original) The memory of claim 31, wherein said meta-data comprises a discussion element for containing user communications related to said workfolder template.

35. (Previously presented) The memory of claim 28, wherein said template further comprises a script element including one or more embedded computer program scripts which provide functions related to said workfolder when said scripts are executed by a computer.

36. (Previously presented) The memory of claim 28, wherein said template further comprises a fields element containing form data fields relating to one or more properties relevant to said workfolder.

37. (Currently amended) A method of creating in a computer readable memory a structured workfolder for organizing electronic documents comprising the steps of:

using a template, creating a structured workfolder root node, said root node containing a contents node for storing primary elements data including embedded file data for document contents of existing primary element documents, the contents node serving as a base to which elements of the workfolder are linked; and

creating at least one placeholder within said workfolder, the placeholder being a slot that has been reserved for new documents which will exist or will not exist at the time of workfolder creation and are linked to said workfolder via said placeholder, and the placeholder structurally including (i) a file object hook to which a primary element document can later be linked and (ii) a deadline element having a triggering condition

field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.

38. (Previously presented) The method of claim 37, further comprising the step of creating one or more section elements under said contents node for categorizing said primary data, each said section element having a name indicating its intended contents.

39. (Original) The method of claim 38, further comprising the step of associating said at least one placeholder with one of said section elements.

40. (Original) The method of claim 39, further comprising the step of creating one or more of a placeholder element, a link to a document, and a nested section element under said section element.

41. (Original) The method of claim 37, further comprising the steps of embedding the contents of a document in said workfolder and linking to said embedded document via said placeholder.

42. (Original) The method of claim 37, further comprising the step of linking said workfolder to an external document via said placeholder.

43. (Previously presented) The method of claim 37, wherein the step of creating said at least one placeholder further comprises the step of providing a name for said placeholder to indicate the data content of a document to be placed in said workfolder.

44. (Original) The method of claim 37, further comprising the step of providing limits on at least one of the file name and file type of a document which can be linked to said placeholder.

45. (Original) The method of claim 37, further comprising the step of creating a status element under said placeholder for indicating a status of work associated with creating a document to link to said placeholder.

46. (Original) The method of claim 37, further comprising the step of creating an assignment element associated with said placeholder for indicating one or more users responsible for linking an appropriate document to said placeholder.

47. (Previously presented) The method of claim 37, wherein the step of creating said at least one placeholder including the deadline element further includes creating a field indicating the time period for taking a particular action associated with said placeholder.

48. (Original) The method of claim 37, further comprising the step of creating a comment element for storing information related to said placeholder.

49. (Original) The method of claim 37, further comprising the step of providing each of said placeholders with a position indicator indicating a position of said placeholder relative to other placeholders contained in said workfolder.

50. (Original) The method of claim 37, further comprising the step of providing said placeholder with a unique identifier.

51. (Original) The method of claim 37, further comprising the step of creating a tasks data element for containing one or more tasks which defining a set of steps required to complete a unit of work, said tasks data element having, for each contained task, a name field for indicating a particular task to be performed and a status field for indicating the status of said task.

52. (Original) The method of claim 51, further comprising the step of creating an assignment field for a particular task contained in said tasks data element , said assignment field indicating one or more users responsible for performing said particular task.

53. (Previously presented) The method of claim 51, further comprising the step of providing a task deadline element associated with a particular task contained in said tasks data element, said task deadline element including a field for indicating a time period for performing said particular task.

54. (Original) The method of claim 37, further comprising the step of creating a meta-data element in said workfolder for storing meta-data related to the primary data stored under said contents node.

55. (Original) The method of claim 54, further comprising the step of creating a history data element associated with said meta-data element for storing a log of changes made to said workfolder.

56. (Original) The method of claim 54, further comprising the step of creating a fields element associated with said workfolder for containing user-definable data fields relating to one or more properties of said workfolder.

57. (Original) The method of claim 54, further comprising the step of creating a discussion element associated with said workfolder for containing user communications related to said workfolder contents.

58. (Original) The method of claim 54, further comprising the step of creating a script element associated with said workfolder for including one or more embedded computer program scripts which provide functions related to said workfolder when said scripts are executed by a computer.